



CITY OF WHEELING HUMAN RIGHTS COMMISSION

51 Sixteenth Street, 3rd Floor
Wheeling, WV 26003

September 1, 2009

Andy McKenzie, Mayor
City of Wheeling
City-County Building
1500 Chapline Street
Wheeling, WV 26003

Dear Mayor McKenzie:

On behalf of the Wheeling Human Rights Commission, I am pleased to present to you the 2008-09 Annual Report. This report fulfills the requirements of Article 169.07 (g) of the Wheeling Human Rights Ordinance.

The Wheeling Human Rights Commission is committed to its task of facilitating Wheeling's public policy of assuring equal opportunities in housing, employment, and public accommodations for all citizens regardless of race, religion, color, national origin, ancestry, sex, age, handicap, blindness, or familial status.

The Commission looks forward to working with you and members of City Council this year to build better human relations throughout the City of Wheeling.

Sincerely,

A handwritten signature in purple ink that reads "Theresa L. Garrett". The signature is written in a cursive style.

Theresa L. Garrett
Executive Director

TLG/bc

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*Fiscal year 2008-09 marked the **47th Anniversary** of the Wheeling Human Rights Commission.*



MISSION AND GOALS

The City of Wheeling Human Rights Commission is a law enforcement agency, which was established in 1962 by City Council to enforce the Wheeling Human Rights Ordinance, as needed. The two main goals of the Commission are found in 169.03 of said Ordinance:

"The Commission shall encourage and endeavor to bring about mutual understanding and respect among all racial, religious and ethnic groups within the City and shall strive to eliminate all discrimination in employment, places of public accommodation, and housing by virtue of race, religion, color, national origin, ancestry, sex, age, blindness, handicap or familial status."

COMMISSIONERS

The Commission is made up of nine (9) Commissioners representative of the several racial, religious, and ethnic groups residing in the City. The Mayor with the advice and consent of Council appoints all for three (3) year terms. One (1) must be a practicing attorney.

Daniel Lowy	Appointed Term Expires	June 27, 1978 June 30, 2011
Diana Bell	Appointed Term Expires	July 1, 1997 June 30, 2011
Vacant Position	Term Expires	June 30, 2011
Charles Hood Vice-Chairperson	Appointed Term Expires	June 21, 1987 June 30, 2010
Cynthia Hutchison	Appointed Term Expires	March 27, 1990 June 30, 2010
Ronald Scott, Jr	Appointed Term Expires	March 18, 2008 June 30, 2010
George Blum Chairperson	Appointed Term Expires	August 21, 1984 June 30, 2009
Nedra Koval	Appointed Term Expires	September 6, 2005 June 30, 2009
Vacant Position	Term Expires	June 30, 2009

STAFF

The Commission selects the Executive Director by and with the consent of Council. Upon recommendation of the Executive Director the Commission may employ such personnel as may be necessary for the effective and orderly performance of the functions and services of the Commission.

**Theresa L. Garrett
Executive Director**

Appointed

April 21, 1987

**Beth Czerwonka
Senior Staff Associate**

Hired

July 26, 2000



COMPLAINT PROCESS

There are two main approaches utilized by the Commission to seek compliance of the City's Human Rights Ordinance: (1) the receipt, investigation, resolution, conciliation and litigation of formal complaints of discrimination filed by aggrieved persons and (2) the publication of regulations and guidelines, as well as, technical assistance to organizations or individuals in order to promote and encourage voluntary compliance with the law.

PRELIMINARY INQUIRIES

The City of Wheeling Human Rights Commission received Two Thousand Six Hundred and Sixty-four (2,664) preliminary inquiries during fiscal year 2008-09. Preliminary Inquiries are phone calls, walk-ins, letters, electronic transmissions (facsimiles and e-mails), and outside office contacts received by the Commission.

OVERVIEW OF INQUIRIES

Month	Phone Calls	Walk Ins	Letters	Elec. Trans.	Outside Office
Jul 08	83	7	20	90	6
Aug 08	69	8	23	106	1
Sep 08	71	10	12	111	7
Oct 08	70	6	10	123	0
Nov 08	51	5	11	66	2
Dec 08	58	6	5	141	5
Jan 09	87	5	9	169	10
Feb 09	89	3	5	131	8
Mar 09	74	6	15	176	10
Apr 09	65	4	4	168	6
May 09	49	2	13	136	7
Jun 09	63	3	10	149	5
TOTAL	829	65	137	1566	67

TOTAL INQUIRIES FOR 2008-09 2,664

ANALYSIS OF INQUIRIES BY TYPE

Employment	1,035
Housing	593
Public Accommodations	143
Other (non HRC Types)	877
Unknown	16

Chart of "Analysis of Inquires By Type" can be viewed on the following page.

ANALYSIS OF INQUIRIES BY BASIS

Race	139
Religion	8
Color	1
National Origin	10
Ancestry	18
Sex	37
Age (40+)	79
Blindness	3
Handicap	265
Familial Status	8
Reprisal	1
Referrals/Community Tensions	1,706
Sexual Orientation	31

Chart of "Analysis of Inquires By Basis" can be viewed on the following page.

CHART OF INQUIRES BY TYPE

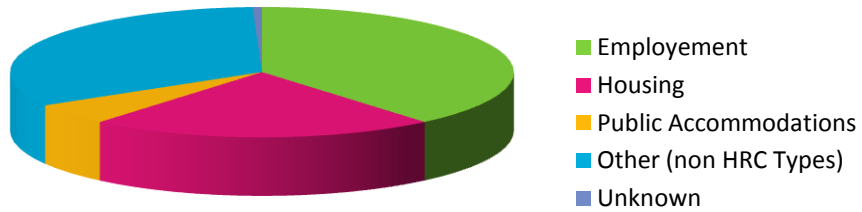
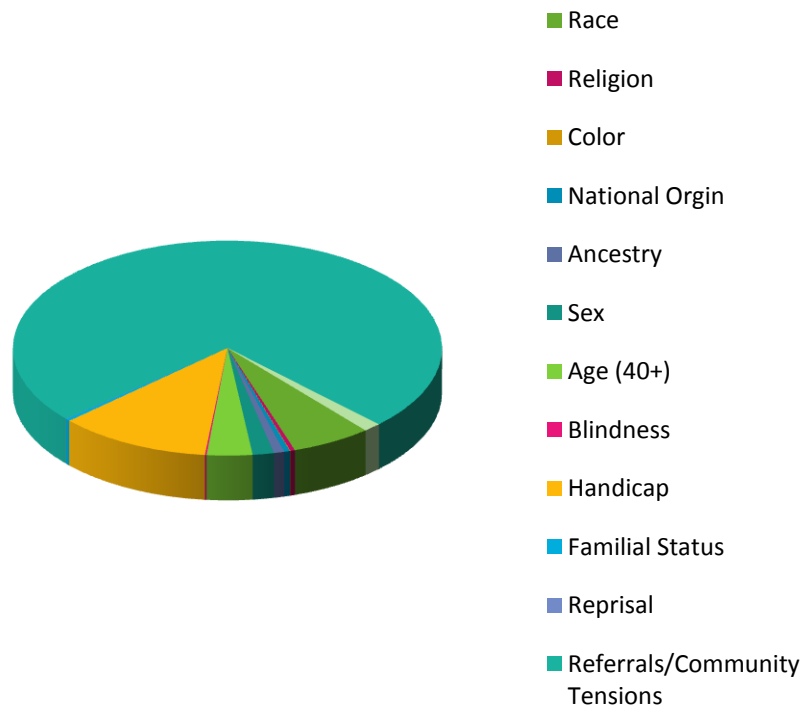


CHART OF INQUIRIES BY BASIS



FORMAL COMPLAINTS

In the 2008-09 fiscal year, three (3) new complaints were filed. The Commission also investigated four (4) cases that had been active and carried over from the previous fiscal year. This brought the total cases of discrimination being investigated to seven (7).

As of June 30th the Commission closed four (4) of the seven (7) cases, with three (3) cases pending. Those cases pending included one (1) Housing and two (2) Public Accommodation cases.

ANALYSIS OF FORMAL COMPLAINTS BY TYPE

Employment	2
Housing	1
Public Accommodations	4

ANALYSIS OF FORMAL COMPLAINTS BY BASIS

Race	3.5
Religion	0
Color	0
National Origin	0
Ancestry	0
Sex	0.5
Age (40+)	0
Blindness	0
Handicap	3
Familial Status	0
Reprisal	0

The following section-CASE DISPOSITION ANALYSIS reflects the four (4) cases that were closed during fiscal year 2008-09.

CASE DISPOSITION ANALYSIS

Complaint Withdrawn	1
Lack Of Jurisdiction	0
Untimely Filed	0
Allegations of the Complaint became moot	0
No Probable Cause/Dismissal	2
Failure to Cooperate	0
No Action Taken for 6 Weeks	0
One Year Expired	0
Pre-Determination Conciliation Agreement	1
Including reinstatement to job, reimbursement for lost wages, and training for staff.	
Probable Cause Conciliation Agreement	0
HUD Investigations Complete	0
WV HRC Investigations Complete	0
Public Hearing	0

COMPLAINANT/RESPONDENT SURVEY

In December of 2008, the Commission mailed a survey to Complainants and Respondents who have been involved with formal complaints filed with the Wheeling Human Rights Commission within the last five (5) years.

This survey pointed out two areas of concern for the Commission to address. These areas are parking for people coming to the Human Rights Commission office and the perplexity of paperwork for filing a formal complaint.

With regards to the lack of parking, the Human Rights Commission realizes parking can be an issue but reminds people that there are parking lots around the Court House Annex and that often times Commission representatives will meet with individuals outside the office. With regards to the perplexity of paperwork for filing a formal complaint, the Human Rights Commission will work to make the paperwork easier.

Below is the list of questions along with the percentage results of that survey.

1.) How did the Human Rights Commission assist you?

Complaint Process: 100% Training: 8% Presented a program to Advance HR issues: 0

2.) Have you utilized the Human Rights Commission's services more than once?

No: 69% Yes: 31%

3.) Please rate the satisfaction level of the following services you received using the scale below.

	Very Dissatisfied	Somewhat Dissatisfied	Neutral	Somewhat Satisfied	Very Satisfied
Courtesy of Representatives	8%	0	0	8%	83%
Availability of Reps	8%	0	8%	15%	69%
Ease paperwork	0	0	11%	11%	78%
Knowledge of Reps	8%	0	0	8%	83%
Location of Office	10%	0	0	10%	80%
Hours of Operation	0	0	10%	20%	70%

4.) Are you aware that the West Virginia Human Rights Commission, located in Charleston, WV, is available for complaint processing, training and presenting programs to advance human rights issues?

Yes: 58% No: 42%

5.) Who would you prefer to resolve your human rights issues?

Wheeling Human Rights Commission 100%

U.S. Equal Employment Opportunity Commission (EEOC) _____

U.S. Housing and Urban Development (HUD) _____

U.S. Department of Justice (DOJ) _____

West Virginia Human Rights Commission _____

6.) Do you feel there is a need for a Human Rights Commission in the City of Wheeling?

Yes: 85% No: 15%

7.) Please write any comments or suggestions to help us serve you better.

- 1.) I was extremely pleased with Mrs. Garrett's professionalism. She was readily available to answer any question I had and is truly an asset to the Commission.**
- 2.) I have completed the survey that you sent to me and it is enclosed. I did wish to take this opportunity to express my appreciation for the many times you have assisted Wheeling Housing Providers, specifically me, when I needed guidance to make sure I did not inadvertently violate fair housing issues regarding, but not limited to, the processing of reasonable accommodation requests I have received from applicants and residents. You, along with Carol Boster at the Charleston HUD office and Yodora Booth at the Charleston Human Rights Commission, have always been extremely helpful with your guidance and suggestions.**
- 3.) Very dissatisfied with the outcome of my complaint.**
- 4.) Excellent service and pleased with the results!**
- 5.) I still never had a settlement to help me with my case against an employee. This employee has a sexual harassment charge and nothing happened with that. I was wondering if there is any information you can give me on what to do about that. This employee is no longer an employee; he chose to resign after the incident. If there is any way you can send me information on what I can do to "settle" this (it's never been taken to court) then please send me information to:**
- 6.) I don't have any suggestions; they helped me out a lot. They were very understanding and very nice and I was very pleased with the outcome.**
- 7.) The Commission needs to "get the word out" about its services.**
- 8.) HRC needs a better location and MORE ROOM. Current set up not good!!**
- 9.) Mrs. Garrett is extremely knowledgeable of the issues which could impact Human Rights in our city and that is one of the reasons why the organization is so effective.**
- 10.) Occurrences took place prior to my employment as Human Resource Manager.**

COMMUNITY RELATIONS

July 1, 2008- Director Garrett, representing the Human Rights Commission, attended at a meeting of the Fire Civil Service Commission in Wheeling, WV.

July 2, 2008- Director Garrett, representing the Human Rights Commission, met and discussed the benefits of membership to the Wheeling Area Chamber of Commerce with Senior Vice President Joe Ripley in Wheeling, WV.

July 7, 2008- Director Garrett, representing the Human Rights Commission, participated in the monthly meeting of the Marshall and Ohio County National Organization on Disabilities/Consumer Advisory Committee (N.O.D./C.A.C.) in Moundsville, WV.

July 9, 2008- Director Garrett participated in a Policies and Services meeting of Youth Services Systems, Inc. in Wheeling, WV.

July 10, 2008- Director Garrett, representing the Human Rights Commission, participated in the monthly meeting of the Upper Ohio Valley Society of Human Resource Management (S.H.R.M) in Wheeling, WV. Later that day, Director Garrett, representing the Human Rights Commission, participated in the quarterly meeting of the WV Hate Crimes Task Force via teleconference at the U.S. Attorney Office, Northern District, in Wheeling, WV.

July 14, 2008- Director Garrett, representing the Human Rights Commission, participated in the quarterly meeting of The Continuum of Care in Wheeling, WV.

July 16, 2008- Director Garrett, representing the Human Rights Commission, participated in a special meeting of the Transportation Committee of Region V Inclusion Team in Wheeling, WV.

July 22, 2008- - Director Garrett, representing the Human Rights Commission, participated in the monthly meeting of Housing Connections, Inc. Board of Director's in Wheeling, WV. Later that day, Director Garrett, representing the Human Rights Commission, attended a hearing of the Fire Civil Service Commission in Wheeling, WV.

July 29, 2009- Senior Staff Associate Czerwonka, representing the Human Rights Commission, participated in the monthly meeting of South Wheeling Preservation Alliance at Trinity Lutheran Church in Wheeling, WV.

August 4, 2008- Director Garrett, representing the Human Rights Commission, participated in the monthly meeting of the N.O.D./C.A.C.) in Wheeling, WV. Later that Day, Commissioner Bell and Director Garrett, representing the Human Rights Commission, participated in a Martin Luther King Day Celebration Committee meeting at Wheeling Jesuit University in Wheeling, WV.

August 14, 2008- Director Garrett, representing the Human Rights Commission, participated in the monthly meeting of S.H.R.M. in Wheeling, WV.

August 20, 2008- Director Garrett participated in the quarterly meeting of Youth Services Systems, Inc. Board of Director's in Wheeling, WV.

August 22, 2008- Commissioner Diana Bell and Director Garrett, representing the Human Rights Commission, participated in the Youth Celebration 2008 Festival sponsored by Youth Services Systems, Inc. at the Wheeling Park White Palace in Wheeling, WV.

August 25, 2008- Director Garrett, representing the Human Rights Commission, participated in the monthly meeting of Change, Inc. Board of Director's via teleconference at her office in Wheeling, WV.

August 28, 2008- Senior Staff Associate Czerwonka, representing the Human Rights Commission, attended the quarterly meeting of the Police Civil Service Commission in Wheeling, WV.

September 5, 2008- - Senior Staff Associate Czerwonka, representing the Human Rights Commission, attended the quarterly meeting of the Municipal Civil Service Commission in Wheeling, WV.

September 6, 2008- Director Garrett and Senior Staff Associate Czerwonka, representing the Human Rights Commission, participated in the East Wheeling Street Fair in Wheeling, WV. Items available included the Landlord/Tenant Handbooks, pencils and tri-folds explaining the functions of the Human Rights Commission, as well as activity books.

September 8, 2008- Commissioner Diana Bell and Director Garrett, representing the Human Rights Commission, participated in a Martin Luther King Day Celebration Committee meeting at Wheeling Jesuit University in Wheeling, WV.

September 11, 2008 - Director Garrett, representing the Human Rights Commission, participated in the quarterly meeting of the WV Hate Crimes Task Force via teleconference at the U.S. Attorney's Office, Northern District, in Wheeling, WV.

September 12, 2008 - Director Garrett participated in the S.H.R.M. Golf Outing and Steak Fry in Wheeling, WV.

September 23, 2008- Director Garrett, representing the Human Rights Commission, participated in a planning meeting of the West Virginia Employer Advisory Committee (WV E.A.C.) in Wheeling, WV.

September 24, 2008- Director Garrett, representing the Human Rights Commission, participated in a strategic planning meeting of the Continuum of Care members in Wheeling, WV.

October, 2008- Director Garrett, representing the Human Rights Commission, assisted members of N.O.D./C.A.C. with advertising in the Wheeling/Ohio County Courthouse for "Disability Awareness Month". Items available included the Landlord/Tenant Handbooks, pencils and tri-folds explaining the functions of the Human Rights Commission, as well as activity books.

October 6, 2009- Director Garrett, representing the Human Rights Commission, participated in the monthly meeting of the N.O.D./C.A.C. in Moundsville, WV.

October 9, 2008- Director Garrett, representing the Human Rights Commission, participated in the monthly meeting of the S.H.R.M. in Wheeling, WV. Later that day, Chairman Blum, Commissioner Hood and Director Garrett, representing the Human Rights Commission, met with Senior Vice President Joe Ripley of the Wheeling Area Chamber of Commerce to discuss training opportunities in Wheeling, WV.

October 14, 2008- Senior Staff Associate Czerwonka, representing the Human Rights Commission, participated in an Altenheim Resources and Referral

Center's "Y Health Fair" at the Y.W.C.A. in Wheeling, WV. Landlord/Tenant Handbooks, pencils and tri-folds explaining the functions of the Human Rights Commission, as well as activity books were distributed.

October 20, 2008- Director Garrett, representing the Human Rights Commission, participated in the Martin Luther King Day Celebration Committee meeting at Wheeling Jesuit University in Wheeling, WV.

October 21, 2008- At the request of the Human Rights Commission, the Mayor issued a Proclamation recognizing October as Disability Awareness Month.

October 23, 2008- Director Garrett participated in the quarterly meeting of the Governance Committee of Youth Services Systems, Inc. in Wheeling, WV.

October 27, 2008- Director Garrett, representing the Human Rights Commission, participated in the monthly meeting of Change, Inc. Board of Director's in Weirton, WV.

October 28, 2008- Director Garrett, representing the Human Rights Commission, participated in the quarterly meeting of the WV E.A.C. in Wheeling, WV. Later that evening, Commissioner Hutchison, representing the Human Rights Commission, participated in the monthly meeting of South Wheeling Preservation Alliance at Trinity Lutheran Church in Wheeling, WV.

October 30, 2008- Director Garrett and Senior Staff Associate Czerwonka, representing the Human Rights Commission, participated in a Wheeling Area Chamber of Commerce "Business at Breakfast" meeting at WV Northern Community College in Wheeling, WV.

November 8, 2008- Director Garrett, representing the Human Rights Commission, attended a retirement dinner for the WVU Ohio County Extension Agent in Wheeling, WV.

November 13, 2008- Director Garrett, representing the Human Rights Commission, participated in the monthly meeting of S.H.R.M. in Wheeling, WV.

November 17, 2008- Director Garrett, representing the Human Rights Commission, participated in the Martin Luther King Day Celebration Committee meeting at Wheeling Jesuit University in Wheeling, WV.

November 18, 2008- Director Garrett, representing the Human Rights Commission, participated in a networking meeting for Wheeling Jesuit University partners and faculty in Wheeling, WV. Later that day, Director Garrett participated in the quarterly meeting of Ohio Valley Saves in Wheeling, WV.

November 19, 2008- Director Garrett participated in the quarterly meeting of Youth Services Systems, Inc. Board of Director's in Wheeling, WV.

November 24, 2008- Director Garrett, representing the Human Rights Commission, participated in the quarterly meeting of Change, Inc. Board of Director's via teleconference at her office in Wheeling, WV.

November 25, 2008- Director Garrett, as Diversity Chair, participated in the quarterly meeting of S.H.R.M. Board of Directors in Wheeling, WV.

December 1, 2008- Director Garrett, representing the Human Rights Commission, participated in a Martin Luther King Day Celebration Committee meeting at Wheeling Jesuit University in Wheeling, WV.

December 2, 2008- Senior Staff Associate Czerwonka, representing the Human Rights Commission, attended the quarterly meeting of the Fire Civil Service Commission in Wheeling, WV.

December 5, 2008- Director Garrett, representing the Human Rights Commission, attended the quarterly meeting of the Municipal Civil Service Commission in Wheeling, WV.

December 9, 2008- Director Garrett, representing the Human Rights Commission, participated in the quarterly meeting of the Family Self Sufficiency Committee at the Benwood-McMechen Housing Authority in Benwood, WV. Later that day, Director Garrett, representing the Human Rights Commission, participated in the quarterly meeting of Ohio Valley Saves in Wheeling, WV.

December 11, 2008- Director Garrett, representing the Human Rights Commission, participated in a meeting/Winter Party of N.O.D./C.A.C. in Wheeling, WV.

December 15, 2008- Director Garrett, representing the Human Rights Commission, participated in a Martin Luther King Day Celebration Committee meeting at Wheeling Jesuit University in Wheeling, WV.

December 18, 2008- Director Garret, representing the Human Rights Commission, participated in a meeting of the WV Extension Services Committee in Wheeling, WV.

December 22, 2008- Director Garrett, representing the Human Rights Commission, participated in a Change, Inc. Board of Director's meeting via teleconference at her office in Wheeling, WV.

January 5, 2009- Director Garrett, representing the Human Rights Commission, participated in the monthly meeting of N.O.D./C.A.C. in Moundsville, WV. Later that evening, she represented the Human Rights Commission by participating in a Martin Luther King Day Celebration Committee meeting at Wheeling Jesuit University in Wheeling, WV.

January 12, 2009- Commissioner Bell and Director Garrett, representing the Human Rights Commission, participated in a Martin Luther King Day Celebration Committee meeting at Wheeling Jesuit University in Wheeling, WV.

January 13, 2009- Director Garrett, representing the Human Rights Commission, participated in the Continuum of Care meeting in Wheeling, WV. Later that evening, Commissioner Charles Hood, representing the Human Rights Commission, attended a public hearing for fiscal year 2009-10 Community Development Block Grant monies at Sacred Heart Community Center in Wheeling, WV.

January 15, 2009- Director Garrett, representing the Human Rights Commission, attended a public hearing for fiscal year 2009-10 Community Development Block Grant monies at the City-County Building in Wheeling, WV.

January 17, 2009- Director Garrett, representing the Human Rights Commission, participated in a Winter Party/meeting of S.H.R.M. in Wheeling, WV.

January 18, 2009- Director Garrett, representing the Human Rights Commission, attended the day long Martin Luther King Day Celebration at Wheeling Jesuit University in Wheeling, WV.

January 19, 2009- Commissioners Diana Bell and Ronald Scott, Jr., as well as Director Garrett, representing the Human Rights Commission, participated in the day long Martin Luther King Day Celebration at Wheeling Jesuit University in Wheeling, WV.

January 21, 2009- Director Garrett participated in a Youth Services Systems, Inc. Governance Committee meeting in Wheeling, WV.

January 26, 2009- Director Garrett, representing the Human Rights Commission, participated in a Change, Inc. Board of Director's meeting in Weirton, WV.

January 27, 2009- Commissioner Hutchison, representing the Human Rights Commission, participated in the monthly meeting of South Wheeling Preservation Alliance at Trinity Lutheran Church in Wheeling, WV.

January 29, 2009- Director Garrett, representing the Human Rights Commission, participated in a Point in Time Survey for the Greater Wheeling Coalition for the Homeless in Wheeling, WV.

February 2, 2009- Director Garrett, representing the Human Rights Commission, participated in a Housing Connections, Inc. Board of Director's meeting in Wheeling, WV.

February 3, 2009- Director Garrett, representing the Human Rights Commission, participated in the Region V Inclusion Team meeting in Wheeling, WV. Later that day, she, representing the Human Rights Commission, attended the Police Civil Service Commission meeting in Wheeling, WV.

February 9, 2009- Director Garrett, representing the Human Rights Commission, participated in a Martin Luther King Day Celebration Committee evaluation meeting at Wheeling Jesuit University in Wheeling, WV.

February 10, 2009- Director Garrett, representing the Human Rights Commission, participated in the quarterly meeting of Ohio Valley Saves and the Earned Income Tax Credit Coalition in Wheeling, WV.

February 11, 2009- Director Garrett, representing the Human Rights Commission, participated in a meeting with Wheeling Jesuit University senior students regarding a service learning project in Wheeling, WV.

February 12, 2009- Director Garrett, representing the Human Rights Commission, participated in the monthly meeting of S.H.R.M. in Wheeling, WV.

February 13, 2009– Director Garrett, representing the Human Rights Commission, assisted in the Ohio County Rotary Valentine Day Rose Sale preparation in Wheeling, WV.

February 18, 2009- Director Garrett participated in a Youth Services Systems, Inc. Board of Director's meeting in Wheeling, WV.

February 23, 2009- Director Garrett, representing the Human Rights Commission, participated in a Change, Inc. Personnel Committee and Board of Director's meeting in Weirton, WV.

February 24, 2009- Director Garrett, representing the Human Rights Commission, participated in an Executive Committee meeting for the Region V Inclusion Team in Wheeling, WV. Later that day, Commissioner Hutchison, representing the Human Rights Commission, participated in a meeting of South Wheeling Preservation Alliance at Trinity Lutheran Church in Wheeling, WV.

February 25, 2009- Director Garrett, representing the Human Rights Commission, participated in a meeting of the WV Extension Services Committee in Wheeling, WV.

March 2, 2009- Director Garrett, representing the Human Rights Commission, participated in a meeting of the N.O.D./C.A.C). in Wheeling, WV.

March 3, 2009- Director Garrett, representing the Human Rights Commission, participated in the Region V Inclusion Team meeting in Wheeling, WV.

March 4, 2009- Director Garrett, as Diversity Chair, participated in a S.H.R.M. Board of Directors meeting in Wheeling, WV.

March 5, 2009- Director Garrett, representing the Human Rights Commission, assisted in interviewing for Energy Express in Wheeling, WV.

March 6, 2009- Director Garrett, representing the Human Rights Commission, attended a meeting of the Municipal Civil Service Commission in Wheeling, WV.

March 10, 2009- Director Garrett, representing the Human Rights Commission, participated in an Ohio Valley Saves and the Earned Income Tax Credit Coalition meeting in Wheeling, WV.

March 11, 2009- Director Garrett participated in a Strategic Planning Session for Youth Services Systems, Inc. in Wheeling, WV. Later that day, Director Garrett, representing the Human Rights Commission, participated in a meeting of the Ohio County Substance Abuse Prevention Coalition in Wheeling, WV.

March 12, 2009- Director Garrett, representing the Human Rights Commission, participated in a meeting of S.H.R.M. in Wheeling, WV.

March 18, 2009- Director Garrett participated in a Strategic Planning Session for Youth Services Systems, Inc. in Wheeling, WV.

March 23, 2009- Director Garrett, representing the Human Rights Commission, participated in a Change, Inc. Board of Director's meeting in Weirton, WV.

March 24, 2009- Director Garrett, representing the Human Rights Commission, assisted in interviewing for Energy Express in Wheeling, WV. Later that day, Commissioner Hutchison, representing the Human Rights Commission, participated in a meeting of South Wheeling Preservation Alliance at Trinity Lutheran Church in Wheeling, WV.

March 25, 2009- Director Garrett participated in a Strategic Planning Session for Youth Services Systems, Inc. in Wheeling, WV.

March 31, 2009- Director Garrett and Senior Staff Associate Czerwonka, representing the Human Rights Commission, participated in a West Virginia Northern Community College Health Fair in Wheeling, WV. Landlord/Tenant Handbooks, pencils and tri-folds explaining the functions of the Human Rights Commission, as well as activity books were distributed.

April 2009 - Director Garrett and Senior Staff Associate Czerwonka, representing the Human Rights Commission, distributed 16,000 pencils to the Ohio County Schools.

April 1, 2009- Director Garrett participated in a Strategic Planning Session for Youth Services Systems, Inc. in Wheeling, WV. Later that day, Director Garrett, representing the Human Rights Commission, participated in an emergency meeting of the Continuum of Care in Wheeling, WV.

April 7, 2009- Director Garrett, representing the Human Rights Commission, participated in the Region V Inclusion Team meeting in Wheeling, WV. Later that day, Director Garrett, representing the Human Rights Commission, participated in a work session for the Continuum of Care in Wheeling, WV.

April 7, 2009-At the request of the Human Rights Commission, the Mayor issued a Proclamation recognizing April as Fair Housing Month.

April 8, 2009- Commissioner Hutchison, representing the Human Rights Commission, participated in a meeting of South Wheeling Preservation Alliance at Trinity Lutheran Church in Wheeling, WV.

April 13, 2009- Director Garrett, representing the Human Rights Commission, participated in a work session for the Continuum of Care in Wheeling, WV.

April 14, 2009- Director Garrett, representing the Human Rights Commission, participated in the Continuum of Care meeting in Wheeling, WV.

April 15, 2009- Director Garrett participated in a Youth Services Systems, Inc. planning meeting of the Governance Committee in Wheeling, WV.

April 16, 2009- Director Garrett participated in a Youth Services Systems, Inc. Governance Committee meeting in Wheeling, WV.

April 22, 2009- Director Garrett and Senior Staff Associate Czerwonka, representing the Human Rights Commission, participated in “Assistant Night” for S.H.R.M. in Wheeling, WV.

April 27, 2009- Senior Staff Associate Czerwonka, representing the Human Rights Commission, participated in a National Crime Victims Awareness Week Health Fair in Wheeling, WV. Landlord/Tenant Handbooks, pencils and tri-folds explaining the functions of the Human Rights Commission, as well as activity books were distributed.

May 1, 2009- Director Garrett, representing the Human Rights Commission, attended the West Virginia Rotary Conference in Wheeling, WV.

May 4, 2009- Director Garrett, representing the Human Rights Commission, participated in a meeting of N.O.D./C.A.C. in Moundsville, WV.

May 12, 2009- Director Garrett, representing the Human Rights Commission, participated in an Ohio Valley Saves meeting in Wheeling, WV.

May 14, 2009- Director Garrett participated in a Strategic Planning Session for Youth Services Systems, Inc. in Wheeling, WV. Later that morning, she, representing the Human Rights Commission, participated in a meeting of S.H.R.M. in Wheeling, WV. Later that afternoon, Commissioner Bell and Director Garrett, representing the Human Rights Commission, participated in a meeting of the WV Hate Crimes Task Force via teleconference at the U.S. Attorney’s Office, Northern District, in Wheeling, WV.

May 19, 2009- Director Garrett, representing the Human Rights Commission, attended a recognition dinner for volunteers of the Earned Income Tax Credit Coalition in Wheeling, WV.

May 20, 2009- Director Garrett, representing the Human Rights Commission, participated in a meeting of the Ohio County Substance Abuse Prevention Coalition in Wheeling, WV. Later that day, Director Garrett participated in a Youth Services Systems, Inc. Board of Director’s meeting in Wheeling, WV.

May 21, 2009- Director Garrett participated in a Strategic Planning Session for Youth Services Systems, Inc. in Wheeling, WV. Later that day, Director Garrett,

representing the Human Rights Commission, attended a Kids Town Hall Meeting sponsored by the Ohio County Substance Abuse Prevention Coalition in Wheeling, WV

May 26, 2009- Director Garrett, representing the Human Rights Commission, participated in a Change, Inc. Board of Director's meeting in Weirton, WV.

May 28, 2009- Director Garrett participated in a Strategic Planning Session for Youth Services Systems, Inc. in Wheeling, WV.

May 29, 2009- Director Garrett, representing the Human Rights Commission, participated in a Housing Connections, Inc. Board of Director's meeting in Wheeling, WV.

June 3, 2009- Director Garrett, representing the Human Rights Commission, attended the Municipal Civil Service Commission meeting in Wheeling, WV.

June 9, 2009- Director Garrett, representing the Human Rights Commission, participated in a Family Self Sufficiency meeting at the Wheeling Housing Authority in Wheeling, WV.

June 11, 2009- Director Garrett, representing the Human Rights Commission, participated in a Transportation Committee meeting for the Region V Inclusion Team in Wheeling, WV. Later that day, Director Garrett, representing the Human Rights Commission, participated in a Laughlin Community Center, Inc. Board of Director's meeting in Wheeling, WV.

June 15, 2009- Director Garrett, representing the Human Rights Commission, participated in a Transportation Committee meeting for the Region V Inclusion Team in Wheeling WV.

June 16, 2009- Director Garrett, representing the Human Rights Commission, attended the annual "Kids in Care" picnic sponsored by YSS, Inc. in Wheeling, WV.

June 17, 2009- Director Garrett, representing the Human Rights Commission, attended a meeting of the Police Civil Service Commission in Wheeling, WV.

June 18, 2009- Director Garrett, representing the Human Rights Commission, participated in a S.H.R.M. Board of Directors meeting in Wheeling, WV. Later that day, Director Garrett, representing the Human Rights Commission, attended the annual picnic for Ohio County Rotary in Wheeling, WV.

June 23, 2009- Commissioner Hutchison, representing the Human Rights Commission, participated in a meeting of South Wheeling Preservation Alliance at Trinity Lutheran Church in Wheeling, WV.



TRAINING & EDUCATION

July 10, 2008- Director Garrett attended a presentation on “Medicare Set Asides in Workers Compensation” by Jennifer Kincaid-Alexander of Associates in Rehabilitation Management, Inc. The Program included a quick reference guide explaining when Medicare set asides would be necessary. The program was sponsored by the Upper Ohio Valley Society for Human Resource Management (S.H.R.M.) in Wheeling, WV.

July 29, 30, and 31, 2008- Commissioner Hood and Director Garrett attended West Virginia Employer Advisory Committee (WV E.A.C.) training in Chester, WV. Several topics were discussed including recent changes to the ADA, FMLA and Minimum Wage.

August 5, 2008- Director Garrett attended board training from Housing Connections, Inc. in Wheeling, WV. Later that day, Director Garrett attended a second board training. This training was sponsored by Change, Inc. in Wheeling, WV.

August 14, 2008- Director Garrett attended a presentation on “The Workplace Bullying Projects” by Joyce Thompson Heames of Workplace Bullying Institute. The Program included a fact sheet explaining that most bullies are bosses and that the biggest targets are women. Over half of the employers ignore the problems and almost half the victims suffer stress related health problems. The program was sponsored by S.H.R.M. in Wheeling, WV.

September 22, 2008- Director Garrett assisted in “Disability Awareness” training for a Respondent involved in a Public Accommodation/Disability complaint filed with the WV HRC in New Martinsville, WV.

September 24, 2008- Director Garrett attended a workshop “Let’s Get Real” facilitated by The Respect For All Project which introduced a toolbox of resources and techniques for comprehensively addressing bullying among middle school youth, and the prejudice that fuels it. This workshop was sponsored by Groundspark in Wheeling, WV.

September 25, 2008- Director Garrett attended a workshop “That’s a Family” facilitated by The Respect for All Project which explored the diverse structures of American families today. The Workshop was sponsored by Groundspark in Wheeling, WV.

October 6, 7 and 8, 2008- Director Garrett, Commissioners Chuck Hood, Nedra Koval, and Cynthia Hutchison attended West Virginia Equal Employment Opportunity (WV EEO) training in Bridgeport, WV.

October 9, 2008- Director Garrett attended a presentation on “Legalities of Planning for a Pandemic and other Health Related Disasters”. The Program was sponsored by S.H.R.M. in Wheeling, WV.

October 27, 2008- Director Garrett attended board training from Change, Inc. including the responsibility of board members with regards to non profit organizations in Weirton, WV.

October 28, 2008- Director Garrett attended a presentation from Steptoe and Johnson on “Employment Law Updates” by Bradley Shafer, Esq. The Program included updates on Disability Discrimination with regards to the Americans with Disability Act and the Family Medical Leave Act. The program was sponsored by

The West Virginia Employer Advisory Committee (WV E.A.C.) in Wheeling, WV.

October 30, 2008- Senior Staff Associate Czerwonka attended the Orchestrating Your Life Conference. The program included presentations from numerous female business owners. These women explained why they started a business and how they worked their home life around their business. The conference was sponsored by West Virginia Northern Community College in Wheeling, WV.

November 13, 2008- Director Garrett attended a presentation on “401 K Plans and Market Volatility” by Edward Jones Company. Packets of information were distributed that included short term issues/concerns regarding the Economy, mortgage delinquency rate, and the current market cycle. The Program was sponsored by S.H.R.M. in Wheeling, WV.

December 9, 2008- Director Garrett spoke on the duties and functions of the Human Rights Commission at the Family Self-Sufficiency Advisory Council quarterly meeting. Landlord/Tenant Handbooks, pencils and tri-folds explaining the functions of the Human Rights Commission were distributed. The meeting and program was sponsored by the Wheeling and Benwood-McMechen Housing Authorities in Benwood, WV.

January 19, 2009- Commissioner Diana Bell and Commissioner Ronald Scott, Jr. participated in a Town Hall meeting to discuss “1968 – 2008, Continuing to Dream the Dream in Wheeling”. Director Garrett assisted. The Program was sponsored by the Martin Luther King Day Celebration Committee at Wheeling Jesuit University in Wheeling, WV.

January 27, 2009- Director Garrett participated in a web cast call on diversity goals for 2009 by Eric Peterson, Manager, Diversity and Inclusion Initiatives for S.H.R.M. Projects that various Chapters are implementing and the Diversity Practitioner Certificate Program were also discussed. The web cast was sponsored by the Society for Human Resource Management (S.H.R.M.)

January 29, 2009- Director Garrett participated in a Web cast training on Sexual Harassment. Information included recent changes to the Law. The web cast was sponsored by the Society for Human Resource Management (S.H.R.M.)

February 11, 2009- Director Garrett attended a Wheeling Jesuit University Social Science Senior Class and spoke to the five students who will be participating in a Service Learning Project with the Human Rights Commission. These students were given a copy of the Human Rights Commission's Rules and Regulations as well as Article 169.

February 12, 2009- Director Garrett attended a presentation on "Changes to the FMLA and the ADA" by Bradley Shafer, Esq. The New FMLA Regulations, Military Family Leave Amendments, and Military Caregiver Leave were discussed. The Program was sponsored by the Upper Ohio Valley Society for Human Resource Management (S.H.R.M.) in Wheeling, WV.

March 4, 2009- Director Garrett participated in a Webcast presentation on "Fair Lending Investigations Web based Software". Information was disseminated regarding new software available to Human Rights Agencies for investigating Housing/Lending discrimination.

March 12, 2009- Director Garrett attended a presentation on the "Employer Support of the Guard and Reserve" with an emphasis on Post Traumatic Stress Disorder by Edward Bowman. The Program was sponsored by the Upper Ohio Valley Society for Human Resource Management (S.H.R.M.) in Wheeling, WV.

March 17, 2009- Director Garrett participated in a Webcast presentation on "Recruiting and Assisting Combat-Exposed Veterans and People with Disabilities" by Edward J. Crenshaw, Jr., President and CEO of DESTIN Enterprises. Information received included updates to the ADA. The web cast was sponsored by the Society for Human Resource Management (S.H.R.M.)

March 25, 2009- Director Garrett attended a presentation on "Fair Housing and ADA" for Housing Providers. The program was sponsored by Wheeling Housing Authority and presented by Regina A. Mayolo, Technical Assistance Specialist at West Virginia University Center for Excellence in Disabilities. Information received included a housing market study for West Virginia. The program was held in Wheeling, WV.

April 2, 2009- Director Garrett presented a program on the Human Rights Commission to the Ohio County Rotary. Landlord/Tenant Handbooks, pencils

and tri-folds explaining the functions of the Human Rights Commission were distributed to all members. The program was held in Wheeling, WV.

April 22, 2009- Commissioner Bell and Director Garrett attended a community forum titled, “Turning Away From Hate”. T.J. Leyden, talked about his life as a former skin-head. The Program was sponsored by the WV Hate Crimes Task Force, US Attorney’s Office, Northern District, West Liberty State College and Wheeling Jesuit University in Wheeling, WV.

April 23, 2009- Director Garrett attended a presentation on “Litigating HR Decisions: A Review of Everyday HR Practices and How They Hold Up at Trial”. The Program was sponsored by the West Virginia Employer Advisory Committee (WV E.A.C.) and Region V Inclusion Team in Wheeling, WV. Later that day, Commission Bell presented training on “Policies of the Wheeling Human Rights Commission” to Bethany College students in Bethany, WV. Students reviewed a specific policy in the Human Rights Commission’s Rules and Regulations.

April 24, 2009- Director Garrett conducted a Power Point presentation on “Human Rights, Landlord/Tenant Rights, and Fair Housing issues” to Housing Providers at the Benwood-McMechan Housing Authority. Landlord/Tenant Handbooks, pencils and tri-folds explaining the functions of the Human Rights Commission were distributed. The training was held in Benwood, WV.

April 27, 2009- Director Garrett conducted training on “Diversity” to the Ohio County Community Education Outreach Services. Landlord/Tenant Handbooks, pencils and tri-folds explaining the functions of the Human Rights Commission were distributed. The training was held in Wheeling, WV.

May 5, 2009- Director Garrett attended two workshops “The Nuts and Bolts of Building a CAA Board” and “The Buck Stops Here: CAA Board Roles and Responsibilities”. The workshops were sponsored by Change, Inc. in Newell, WV.

May 14, 2009- Director Garrett attended a presentation on “Background Checks” by Nick Fishman. The Program included the advantages and disadvantages of using the internet to conduct the background checks. The Program was sponsored by the Upper Ohio Valley Society for Human Resource Management (S.H.R.M.) in Wheeling, WV.

May 18, 2009- Director Garrett attended a workshop on “Implementing Office Policies: The Price of Being Inconsistent” by Denise Klug, Esq. and Aimee Stern, Esq. Information included sample Anti-Harassment and Sexual Harassment policies, as well as Worker’s Compensation Anti-Discrimination Code Provisions. The program was sponsored by the Chamber of Commerce and Dinsmore & Shohl, LLP, as part of the Wheeling Area Chamber of Commerce Chamber University in Wheeling, WV.

May 21, 2009- Director Garrett attended a workshop on “Accommodating Vision Impairments In the Workplace”. Speakers included three teachers from RESA 6 and Bob Hicks of the Seeing Hand. There were demonstrations of the latest technologies for visual impairments. The Program was sponsored by the Region V Inclusion Team in Moundsville, WV.

June 5, 2009- Director Garrett attended a workshop on “Meeting the Challenge-Tools for Success”. Speakers included Larissa Dean of Spilman Thomas, discussing Google Alert! Web Based Issues for HR; Sannon Burt, Esq. and Bradley Shafer, Esq. discussing ‘What Are They Thinking? Ohio, West Virginia, and Federal Legislation’; Lanny Bonenberger, Esq. discussing ‘What Did I Do? How HR Decisions Affect the Tone of Litigation’; and Les DeFelice discussing ‘You’re Worth It! The Value of the HR Professional in the Eyes of a CEO/Entrepreneur’. The program was sponsored by the WV State Council and the North Central and Upper Ohio Valley Chapters of SHRM in Wheeling, WV.

June 16, 2009- Director Garrett attended a workshop on “Mental Health and Substance Abuse Issues in the Workplace” by Dr. Michael Marshall. The workshop concluded with a panel discussion that included representatives from Northwood Health Systems, The Heath Plan of Upper Ohio Valley and Steptoe and Johnson. The Program was sponsored by the Region V Inclusion Team in Benwood, WV.

June 23, 2009- Commissioner Bell attended an Equal Employment Opportunity Commission training conference in Pittsburgh, PA. This training included updates of federal employment discrimination law.

WHEELING JESUIT UNIVERSITY

SENIOR SEMINAR

In early 2009, the Human Rights Commission was approached by Professor Chris Stadler of Wheeling Jesuit University to participate in a service learning project for Political Science and Criminal Justice majors in the Department of Social Science. This project was designed for senior students to, first, give back to the community—as practice in the democratic political arts, and secondly, it was to help those senior students with the opportunity to reflect and advance their understanding of, experience in, and commitment to participation in the political work of citizens.

Beginning in February of 2009, five students were required to commit to two hours per week for ten weeks, with the Human Rights Commission, and specifically under the supervision on Director Garrett. This service learning experience occurred in three phases: getting to know the Human Rights Commission, getting to know a social issue and identifying stakeholders in that issue, and bringing together the various stakeholders for a public forum on the issue. The five students were divided into two groups which allowed for two public forums.

On May 4, 2009 the first public forum took place. The topic was “Filing with the Human Rights Commission vs. filing with the Circuit Court”. Panel members included Tim Cogan, Esq., former Executive Director of the Wheeling Human Rights Commission and current member of the law firm of Cassidy, Myers, Cogan, Voegelin, LLC; Jennifer Mason, Esq., former Wheeling Human Rights Commissioner and current member of the law firm Mintzer, Sarowitz, Zeris, Ledva and Meyers; Rita Coyne, Human Resource Director for Change, Inc.; and Joyce Wolen, Executive Assistant/ Human Resources Manager for Wheeling Housing Authority. Three of the five senior students planned and moderated this forum.

On May 7, 2009 the second public forum took place. The topic was “Safe Affordable Housing in Wheeling”. Panel members included Dee Kennen, President of the Ohio County Board of Realtors; Nancy Prager, Director of Economic and Community Development for the City of Wheeling; Melissa Thompson, Community Development Specialist for the City of Wheeling; and

Karri Mulhern, Workforce Manager for Regional Economic Development Partnership (RED). The remaining two senior students planned and moderated this forum.



PURCHASES

The following purchases occurred:

- **10,500 Pencils**
-Ohio County Schools
- **500 Diversity Activity Books**
-Fairs, Programs, and Training
- **200 Diversity/Multicultural Booklets**
-Fairs, Programs, and Training
- **300 Disability Awareness Booklets**
-Fairs, Programs, and Training
- **1 DVD**
-"I Will Be Your Friend"

EXPENDITURES FOR FISCAL YEAR 2008-09

Personnel Services

Director Human Rights	\$ 35,478.56
Hospitalization	\$ 9,716.88
Social Security	\$ 2,424.83
Longevity	\$ 650.00
Medicare Contributions	\$ 810.03
Senior Staff	\$ 8,840.00
Bonus / Attend	\$ 725.00
Eyedental / Life	\$ 649.70
Total Personnel	\$ 59,295.00

Contractual Services

Advertising & Publishing	\$ 379.00
Dues & Subscriptions	\$ 1,452.50
Office Equip Maintenance	\$ 471.37
Continuing Ed / Seminars	\$ 3,362.11
Travel Expenses	\$ 1,909.42
Telephone-LD Charges	\$ -
Postage	\$ 387.61
Prof/Legal Expense	\$ -
Insurance and Bonds	\$ 2,110.00
I&B/Workers Comp	\$ 676.00
Total Contractual	\$ 10,748.01

Commodities

Office Supplies	\$ 1,299.72
Photocopy	\$ 59.08
Administrative Expenses	\$ 43.31
Total Commodities	\$ 1,402.11

Direct Pay CDBG

Office Rent	\$ 7,250.00
Total Direct Pay CDBG	\$ 7,250.00

TOTAL EXPENDITURES

For Fiscal Year 2008-09 \$ 78,695.12